

MTFCI BOOK ON HOSTING THE ANNUAL MEETING AND BANQUET

Overview

The Model T Ford Club International (MTFCI) holds an Annual Meeting and banquet to recognize and honor individuals who have made a positive impact in the club. A meeting of the Board of Directors takes place during the event and MTFCI officers are elected at this meeting.

Any chapter of the MTFCI can host the Annual Meeting/Banquet by submitting a proposal two years in advance of the proposed meeting. The proposal should be submitted to the MTFCI Second Vice President, who will present the proposal to the MTFCI Board. The proposal can also be presented to the Board by the Annual Meeting chairman. The proposal should include information on the dates of the event, accommodations and their costs, costs of additional items, including seminar rooms and food, and a tentative schedule of events.

The Board will discuss all proposals and make a decision at the Board meeting held during the Annual Meeting weekend. The chapter selected for the Annual Meeting will be notified immediately, and the date and location will be announced at the evening's banquet.

Dates of the Meeting

The Annual Meeting is usually held between January 1 and February 15. Traditionally, the meeting has been held the third weekend of January. The MTFCI Board shall approve the final dates of the Annual Meeting.

Planning the Meeting

The event chairman will meet with the hotel manager and negotiate the best price possible for the annual meeting. Following the meeting with the hotel manager, the chairman shall contact the MTFCI Second Vice President or the MTFCI Executive Director for additional guidance. After speaking with the Second Vice President or the Executive Director, the chairman may sign the contract with the hotel. The chapter may request an advance up to \$2500 from the MTFCI to assist with start-up fees. Any advance to a chapter shall be repaid to the MTFCI from fees collected.

Registration

It is recommended that a registration chairman, who also serves as the event treasurer, be appointed as soon as possible. The registration chairman will be responsible for receiving registration forms and all monies received from meeting participants. Registration forms can be sent through the mail or email and can be received the same way. The registration chairman should collect data on each participant, including: name(s), address, phone number, email address, and the registration amount paid by the participant. The registration chairman may wish to write/send/email a short newsletter(s) to the participants to keep them

informed about the meeting/banquet. Participants like to know what is going on with the event and that their registration fees have been received.

Registration fees should cover:

1. the banquet dinner, tax, gratuity, complimentary meal for a speaker (if scheduled),
2. audiovisual needs for the program,
3. equipment necessary for the seminars,
4. a bus tour of the community (if scheduled),
5. special evening entertainment (on Friday evening if scheduled),
6. any other activities planned for the event,
7. the cost of special rooms (Seminar, Hospitality, etc.) if the hotel charges for the rooms,
8. the cost of an outside speaker (non-MTFCI member). No fees should be charged by MTFCI members conducting seminars.

A realistic deadline for registrations should be set for the meeting. The registration chairman should confirm all registrations with the meeting chairman, indicating the number of people attending the meeting and banquet and the amount of revenue received. The meeting chairman should contact the MTFCI Second Vice President quarterly to detail the status of the meeting/banquet.

It is important to let the meeting participants make their own reservations with the hotel. Information about the hotel and registration forms shall be reproduced in the *Model T Times*.

Publicity

The dates, location and name/address/phone number/email address of the meeting chairman and registration chairman will be listed in the Calendar of Events of the *Model T Times* and the MTFCI Website as soon as the MTFCI Board approves the meeting. The meeting chairman shall provide information about the hotel and meeting costs to the Editor and Webmaster. The MTFCI President will describe the annual meeting in the "Off the Running Board" column in the *Model T Times*. The tour chairman may write a short article or prepare an advertisement about the meeting for publication in the *Model T Times* at the discretion of the Editor. The date and location of the meeting will be announced at the Final Banquet two years before the approved meeting, and the meeting chairman will be provided time to promote next year's meeting and the banquet.

Attendance

The number of people attending the meeting weekend can vary greatly, ranging from 40-125 people. The geographic location of the proposed meeting will determine attendance and the size of the host chapter is also a determining factor.

Accommodations

A quality hotel with space to hold the evening banquet and rooms for seminars is required. The cost of the room and registration fees is going to be a significant factor in overall attendance, so find the greatest quality at the most reasonable price. The hotel must be easily accessible from the airport and from major highways/Interstates. Check the cost of the banquet menu and restaurant prices for regular meals. A hotel that has a variety of restaurants nearby, including “fast food” restaurants, is desirable. Negotiate with the hotel to obtain a “complimentary room” to be used as the meeting’s Hospitality Room. There should be an area where the Registration Table can be easily found and set up. Ask if the MTFCI banner can be hung near the registration table and ask to have the hotel’s outdoor marquee note the arrival of Model T Ford Club International members.

Hotel Rooms Required

Along with the rooms occupied by attending MTFCI members, special use rooms are required to facilitate various activities. These rooms are:

- One room for the banquet with space for the social hour.
- One or two rooms for seminars (two rooms if concurrent seminars take place).
- Room to accommodate 20-30 people for the MTFCI Board Meeting. This room should be set up “conference style” for the Board members with 20 chairs set up theater style for observers.
- One room for the Hospitality Suite.

Activities

Technical seminars, area tours, museum tours, special dinners, antique malls and other events should be planned during the weekend. The seminars should not conflict with the MTFCI Board Meeting. Time must be scheduled for the MTFCI Board Meeting. It is suggested that registration and the hospitality room be operational by early Friday afternoon and general activities should begin Friday evening. Separate ladies’ activities are desirable and may include seminars, a shopping trip, or a short tour.

Banquet/Annual Meeting

The social hour and banquet is scheduled on Saturday evening. The MTFCI Annual Meeting of members is required by the MTFCI Corporate Charter, and it is held during the banquet program. A sample agenda for the banquet program is found on the last page of the guidelines.

Awards

The MTFCI has awards that will be distributed to MTFCI members at the banquet. These awards will be presented by the MTFCI President and other Board members.

Door Prizes

The host chapter may obtain door prizes to be awarded at the Annual Meeting, and may determine the method of handing out these door prizes. Door prizes may be solicited from MTFCI advertising vendors, local community businesses, chapter members and even from the host hotel. Door prizes may be handed out during the banquet (see banquet sample agenda).

MTFCI Liaison

The liaison between the MTFCI Board and the host chapter is the MTFCI Second Vice President. The MTFCI Second Vice President will assist with coordination of the events of the host chapter and those of the MTFCI, will receive reports from the Meeting Chairman, and will report on the Annual Meeting at each MTFCI Board meeting. The Meeting Chairman may attend any MTFCI Board meeting to report on the Annual Meeting if he/she desires, and shall attend the Board meeting during the Annual Meeting to give a final update on registration and event finances.

Final Activities

The meeting chairman is responsible for paying the hotel for all expenses and develops the final budget report that is forwarded to the MTFCI Second Vice President or the MTFCI Executive Director. The financial report shall be submitted 30 days prior to the next quarterly meeting of the MTFCI Board. It is expected that the Annual Meeting not be a profit-making event for the host chapter. If a financial shortfall occurs, the MTFCI Second Vice President or MTFCI Executive Director must be notified immediately following the meeting.

(SAMPLE AGENDA)

**MODEL T FORD CLUB INTERNATIONAL
ANNUAL MEETING/BANQUET AGENDA**

- | | |
|--|---------------------|
| 1. Welcome | Meeting Chairman |
| 2. Invocation | Selected Individual |
| 3. | |
| DINNER | |
| 4. Introduce MTFCI President | Meeting Chairman |
| 5. Call Annual Meeting to Order | MTFCI President |
| Introduction of past MTFCI Presidents | MTFCI President |
| Minutes of Last Annual Meeting | MTFCI Secretary |
| Treasurer's Report | MTFCI Treasurer |
| 6. Chapter Roll Call | Chapter Relations |
| 7. President's Report | MTFCI President |
| 8. Report on Next Year's Annual Tour | Tour Chairman |
| 9. Report on Next Year's Annual Meeting | Meeting Chairman |
| 10. Presentation of MTFCI Awards | Award's Chairman |
| 11. Installation of Incoming MTFCI President | MTFCI President |
| 12. Presentation of plaque to Outgoing President | Incoming President |
| Introduction of new MTFCI Officers/Directors | |
| 13. Adjourn Annual Meeting | Incoming President |
| 14. Closing Remarks | Meeting Chairman |

Revisions:

1/2014, Complete Revision

10/2015, Revision of Tour Book